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Minutes of the 34th Meeting
of the
Administration Career Board
23 June 1958

1. Those present:

Mr. [REDACTED] Chairman
Mr. [REDACTED]
Gen [REDACTED]
Mr. [REDACTED]
Mr. [REDACTED]
Mr. [REDACTED]
Dr. [REDACTED]
Mr. [REDACTED] Executive Secretary

2. The Minutes of the Thirty-third Meeting of the Administration Career Board were approved as presented except for approving the competitive rankings for promotion of the GS-14 officers as presented by the Fourth Competitive Promotion Panel. However, inasmuch as the Board has recommended that there be no promotions to GS-15 at this time, it is not felt that the lack of a current ranking list will jeopardize the promotion of any of the Administrative Officers at the GS-14 level.

3. The Board reviewed the Minutes of the third meeting of the Fourth Competitive Evaluation Panel. The purpose of this meeting was to review again the record of Mr. [REDACTED] and the promotion recommendation to GS-14 which had been submitted by the Chief, CI Staff. The Panel again recommended against promoting Mr. [REDACTED] to GS-14. The Board concurred in this recommendation based on the fact that Mr. [REDACTED] would have to be promoted on a Personal Rank Assignment basis, as the grade of his present position is established at the GS-13 level, and there is no known plan to reassign him to a GS-14 position.

4. The Board recommended approval of the promotion of [REDACTED] from GS-13 to GS-14 if his present position as Chief of Support, FE/[REDACTED] is upgraded from GS-13 to GS-14. However, the Board deferred consideration of the promotion of Mr. [REDACTED] until after the receipt of his first Fitness Report in his forthcoming field assignment as Chief of Support, WE/[REDACTED]

5. The Board reviewed the case of Mr. [REDACTED] GS-12, who is assigned to the Central Cover Branch in FI/NDP. It was the opinion of the Board that he should be removed from the competitive list of general administrative officers, and, as soon as possible, he should have his service designation changed to reflect the operational support type of function which he is performing.

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The Board, however, recommends his promotion to GS-13, if possible, as his performance in his present assignment has demonstrated his qualifications to perform at the higher level in his present type of assignment.

25X1A9a 6. The Board did not recommend any promotions from GS-12 to GS-13 (assuming that Mr. [REDACTED] will be removed from the list of competitive rankings of GS-12 officers in the Administrative Complement.) The Board also did not approve the recommended competitive rankings for promotion of the GS-12 officers as presented by the Fourth Competitive Promotion Panel.

25X1A9a 7. At the 33rd Meeting the Board requested the Executive Secretary to review the DA officers at the GS-11 level to ascertain if there are any officers more deserving of consideration for transfer to the Administration Career Service than the two under consideration [REDACTED] because of the submission of promotion recommendations on them from GS-11 to GS-12. The Board members were informed that there is one GS-11, Mr. James 25X1A9a [REDACTED] who has demonstrated qualifications and potential for a career in administration. The FE Division is submitting a request on Mr. [REDACTED] for promotion to GS-12 and a change in service designation from DA to SA.

8. The Board recommended approval of the following promotion requests from GS-11 to GS-12:

25X1A9a a. [REDACTED] (SD:DA), assigned to the Office of Personnel, GS-12 slot. This promotion will result in a change of 25X1A9a service designation for Mr. [REDACTED] from DA to SA.

25X1A9a b. [REDACTED] (SD:SA), assigned to the Office of Personnel, GS-12 slot. 25X1A6a

25X1A9a c. [REDACTED] (SD:SA), assigned to the Office of Personnel, GS-12 slot. 25 Admin Off, WH/ [REDACTED]

25X1A9a d. [REDACTED] (SD:DA), assigned as DC/Support, FE/ [REDACTED], 25X1A6a GS-12 slot. This will result in a change of service designation for 25X1A9a Mr. [REDACTED] from DA to SA.

9. The Board members requested that a review be made of the procedures being utilized by the Competitive Evaluation Panels. The Board members feel that consideration should be given to ranking each person in a grade category and to furnishing the Board with the reasons for relative ranking of each person. A draft of revised instructions for the Panels will be prepared by the Executive Secretary of the Board and presented to the Board for approval prior to the formation of the next Panel.

10. The following personnel actions affecting SA designees or positions have been approved by the Deputy Director (Support):

25X1A6a a. Chief of Support, OTR, [REDACTED], GS-14

25X1A9a [REDACTED] GS-14 (vice [REDACTED] GS-13). June, 1958, requirement. 25X1A9a

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The above recommendations and conclusions of the Administration Career Board
are approved.

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L. K. WHITE
Deputy Director
(Support)

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AGENDA

FOR THE

ADMINISTRATION CAREER BOARD

Thirty-fourth Meeting, Monday, 23 June 1958, at 1000 Hours
Personnel Conference Room, Curie Hall
Second Floor, Wing G

1. Presentation of Minutes of the Thirty-third Meeting of the Administration Career Board. (For Approval)
2. Presentation of Requested Additional Information to Supplement the Fourth Competitive Promotion Panel Recommendations.

a. Minutes of the Third Meeting of the Competitive Promotion Panel - Purpose: Review the Promotion Recommendation on [REDACTED] from GS-13 to GS-14 submitted by Chief, CI Staff.

b. Review of Classification of the Following Three Positions:

- (1) Chief of Support, FE/ [REDACTED] (now GS-13)
- (2) Chief of Support, WE/ [REDACTED] (now GS-13/14)
- (3) Chief of Support, CI Staff (now GS-13)

c. Review of Proper Service Designation for [REDACTED] GS-12, SD:SA (assigned to Central Cover Branch, P).

d. Review of DA Personnel at the GS-11 Level to Determine Eligibility for Promotion to GS-12 and Admittance to SA Career Service.

3. Presentation of Personnel Actions Affecting SA Designees or Positions Which Have Been Approved by the Deputy Director (Support).
4. Working Committee Recommendations. (For Approval)
5. Presentation of Paper, "Support Service Career Development."
(The Deputy Director (Support) has requested the reactions and recommendations concerning the ideas presented in this paper prior to his discussing the paper with the Heads of the various Support Offices.)

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(The following paper was presented by the Deputy Director (Support) to his DD/S Weekly Staff Meeting on 30 July 1958.)

Support Services Career Development

The Administration Career Service and the other Career Services among the Support components have reached the stage in individual Career Service identification, training, experience, and evaluation where it is desirable and practicable to proceed in a more formal manner to:

- a. Identify and assign to senior Support positions abroad the best qualified Support personnel, in consideration of the requirements of specific positions, regardless of Career Service designations.
- b. Afford maximum use of personnel through assignments, to one of the Support components, of generalists who cannot profitably be assigned at a given time within the general administrative field, or who have demonstrated greater suitability for a specialty.
- c. Develop junior-grade generalists through planned assignments in appropriate Support components or by progression into the senior general administrative positions.

As a means of accomplishing the above, the following actions will be taken:

- a. All general support or administrative positions, GS-13 and above, at headquarters and in the field, will be considered rotational positions which may be filled by members of any of the Support Career Services, and those members of such services will be identified who are considered qualified or potential candidates for general support duties (or a combination of specialties such as the Certifying-Administrative Officer in some stations).
- b. In all cases of completion of a tour of duty in the rotational positions referred to in paragraph a. immediately above, the proposed new assignment will be referred to the Administration Career Board for its recommendation. These cases will include persons belonging to the Support Administration (SA) Service plus those persons drawn from the other Support Services. Normally such cases will result in the assignment of SA personnel to general administrative duties at headquarters or overseas and the return of all others to their parent service. However, all cases will be carefully reviewed in order to insure full consideration of the special needs of each component or Career Service and to insure profitable and expeditious assignment in cases where the parent component or Career Service cannot provide timely assignment. In such cases, except where there is intent to change the employee's long-term career direction, he will retain his appropriate Career Service designation.

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nation regardless of the component or Career Service to which he is assigned for a definite or indefinite tour.

c. Reincorporate in the Administration Career Service qualified generalists now designated as "DA" (special administrative personnel in grades GS-11 and below). Considering the imbalance of field and headquarters positions in this category, it will be necessary, on occasions, to assign employees from these positions to regular positions of the specialist services.

The procedures to be followed are:

a. Identification and assignment of members of specialist services to general support positions will be by action of the Administration Career Service mechanism including, but not limited to, nominations by the specialist services.

b. Reassignment of all employees from rotational assignments will be by action of the Administration Career Service mechanism in directing assignment either to another general support position or to one of the specialist Career Services for appropriate assignment by that service.

It is anticipated that the number of "specialists" going into general Support positions and the number of "generalists" going into the specialist services will be small. However, a more formal method of selection than has existed in the past is considered essential to the continued improvement of all the Support Services.

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